

Use of Personal or Other Non-State Vehicle Form INSTRUCTIONS

[Use of Personal or Other Non-State Vehicle Form](#) is available in [DCFS Policy 1-15 State Vehicles and Driver Program](#)

Purpose:

- The form is used by Human Resources to obtain acknowledgement of new hires and current state employees transferring in, that driving their personal vehicle or other non-state (state leased or state rented) vehicle may be required as part of their job duties.

Preparation:

- Form must be typed or completed in blue or black ink. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written or typed.**
- Form is completed as part of the enrollment packet.

Instructions:

- Employee completes name at the top of the form
- Employee signs and dates at the bottom of the form as acknowledgement that they have read and will comply with the statement.

Disposition:

- Original is placed in employee's official personnel file
- Copy is given to employee

Retention:

- Retain the form per [DCFS Policy 6-02 Retention of Departmental Records](#)